## How CJA Attorneys Can Access Documents Without Incurring PACER Access Fees

Attorneys appointed under the Criminal Justice Act (CJA) can access documents filed in CM/ECF on a fee exempt basis by doing the following:

- Upgrading your PACER account.
- Activating CJA privileges for your PACER account.
- Setting your default PACER login in CM/ECF.

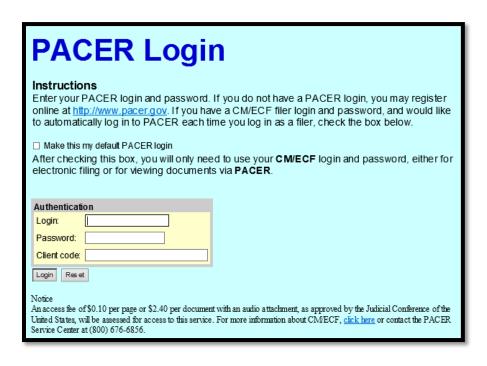
If you have not upgraded you PACER account or activated CJA privileges for your PACER account, go to <a href="https://www.pacer.gov">www.pacer.gov</a>.

Following are instructions for setting your default PACER login in CM/ECF and using the **Change PACER Exemption Status** utility and associated toggle to access documents on a fee-exempt basis via CM/ECF.

Please note, fee exempt PACER usage is only allowed for CJA-related work and when ordered by the court.

## Setting a Default PACER Login in CM/ECF

- 1. Log into CM/ECF using the attorney's unique CM/ECF login and password.
- 2. Click on **Query** on the blue menu bar so the following **PACER Login** screen appears:



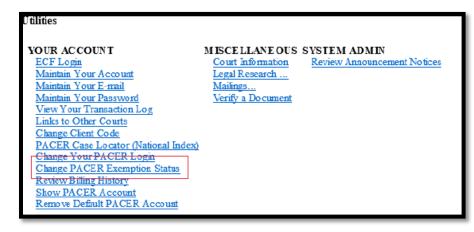
3. Check the **Make this my default PACER login** box, enter the Login and Password (and client code if desired) for the attorney's upgraded PACER account and click the **Login** button.

PACER Login
Instructions Enter your PACER login and password. If you do not have a PACER login, you may register online at <a href="http://www.pacer.gov">http://www.pacer.gov</a> . If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.
Make this my default PACER login  After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.
Authentication
Login: Password: Client code:
Login Res et
Notice An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

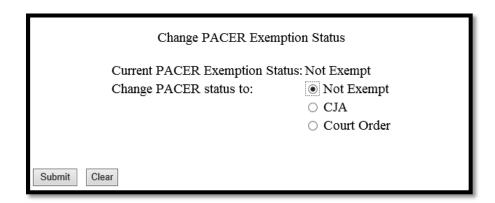
The attorney's default PACER login is now set in CM/ECF.

## Using the Change PACER Exemption Status Utility and the Toggle Feature in CM/ECF

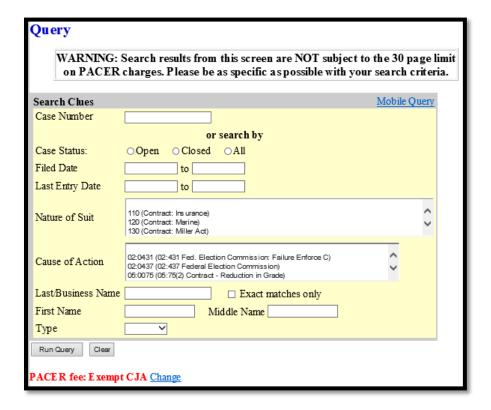
1. After logging into CM/ECF and setting the attorney's default PACER login, click on <u>U</u>tilities on the blue menu bar and click on the Change PACER Exemption Status utility located under YOUR ACCOUNT.

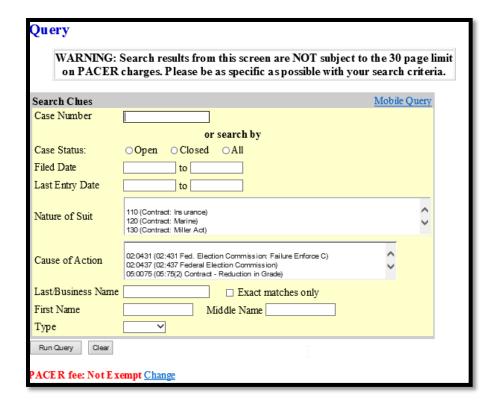


2. The following **Change PACER Exemption Status** screen appears. The attorney's current PACER fee exemption status is reflected on this screen. You can toggle between fee exempt and non-fee exempt by clicking on the **CJA** radio button or the **Not Exempt** radio button and then clicking the **Submit** button.



When you are returned to the main **Query** screen, you will see a **red** visual indicator at the bottom of the screen reflecting the attorney's current PACER fee exemption status.





This **red** visual indicator also appears on the **Selection Criteria** page for applicable reports and on screens prior to viewing PDFs from document hyperlinks.

3. The <a href="Change">Change</a> link associated with the <a href="red">red</a> visual indicator allows you to easily change your PACER fee exemption status. Clicking on the <a href="Change">Change</a> link will route you to the <a href="Change">Change</a> PACER Exemption Status screen where you can toggle between fee exempt (CJA) status and non-fee exempt (Not Exempt) status. After you click on the <a href="Submit">Submit</a> button, the <a href="red">red</a> visual indicator will be updated to reflect your new PACER fee exemption status.

Reminder: Accessing documents on a fee-exempt basis is closely monitored and inappropriate access by an attorney will result in the attorney's loss of PACER privileges.